



---

**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

To: Superintendents  
Special Education Administrators  
Business Managers

From: Margaret C. Schelley  
Assistant Director of Special Education Finance & Medicaid

Date: September 18, 2009

Subject: Special Education Staff Documentation for FY-2010 – Updates

Field Memo#: 09-13

We have been receiving feedback on the staff documentation sections of the Technical Guide for Special Education Cost Documentation (September 2009) and are making some adjustments in the requirements. The following is the list of changes for the staff documentation requirements for State formula funding:

- For special education staff that work according to established schedules, the first schedules instead of being for September can be any time through mid-October. We are extending the time frame as we were late in getting the information out to the field.
- We are allowing supervisory unions the option of continuing to use the two weeks of time studies for special education staff that work according to established schedules. Some supervisory unions have requested this option as their staff is already trained and they use the time studies for other purposes such as billing excess costs.
- The third and most significant change is that we will accept as staff documentation three one-week time studies for staff who do not work according to an established schedule. So instead of doing on-going documentation for the whole school year, the three one-week time studies will be acceptable. The time studies will need to be done during the months that the professional staff are required to submit schedules – i.e., September (or September to mid-October this year), January and May. If you choose to use time studies rather than on-going time documentation, you must also document your review of the time studies using the time study summary.

Please note: Staff must still do their federal staff documentation requirements if they are paid from federal funds. See Section X of the Technical Guide for information on the federal staff documentation.

If you have questions on special education staff documentation, please feel free to call me at 828-5119 or Lynne Carpenter at 828-0561.

I am also attaching the blank forms for both the State and federal staff documentation that we used in the guide, as well as the time study and time study summary mentioned in bullet 3 above. However, you are not required to use the specific forms as long as the content is the same as the suggested forms. These are also available on the Web site by choosing “Programs and Services” on the left side then from the drop down menu selecting “Special Education Finance”.

## Attachments